



## **Small Business Express Program – List of Required Documents to Initiate an Application**

- **One-page Small Business Express Program Application** (Online version or paper version with date)
- **Ownership:** (submit as a separate sheet)
  - **1.** List of individuals with an ownership interest in the business: (for each) full name, title and address
  - **2.** Federal Employer Identification Number (FEIN) and Social Security Number(s)
  - **3.** % of ownership of the business for each owner (e.g., each member of the LLC, all board of directors)
  - **4.** Identify the % of the business that is owned by women, if applicable
  - **5.** Identify the owners of ethnic minority, if applicable
- **Additional Information:**
  - **1.** Project Financing Plan & Budget, with project start and end dates, signed and dated (Please note that the budget form can be revised during the review process if necessary.); **AND**
  - **2.** Company financials:
    - **a.** Last three fiscal years of accountant-prepared financials, including notes **OR**
    - **b.** The following financial reports:
      - (1) Copies of the last 3 years income tax filings for company; **AND**
      - (2) accountant-compiled quarterly financials (e.g., Jan 1 to: Mar 31; Jun 30; Sep 30; Dec 31):
        - **i.** balance sheet (assets and liabilities),
        - **ii.** profit & loss statement (income and expense statement),
        - **iii.** cash flow statement; **AND**
      - (3) any information that helps to explain the current financial condition (such as copies of: current loans payable term sheets, real estate purchase agreements, signed machinery and equipment leasing or purchase agreements, summary of pending legal actions with monetary value, etc.)
    - **c.** Evidence of matching funds for EXP grant requests (e.g., business bank account balance, available line of credit, bank loan) ; **AND**
  - **3.** Brief Project Description, Use of Funds Request (including supplemental details); **AND**
  - **4.** Brief Business Plan; **AND**
  - **5.** Applicant Structure Documentation:
    - **a.** Articles of Incorporation (corporation) or Articles of Organization (LLC), **AND**
    - **b.** By-Laws (corporation) or Operating Agreement (LLCs, LLPs, partnerships);
  - **6.** Schedule A – Salaries (jobs, hours, pay rate);
  - **7.** Copy of a signed lease (if asking for partial rent on the project financing plan and budget).
  - **8.** Does this company export outside the USA? Y / N -- Provide a Strategic Export Plan (if applicable)
  - **9.** DECD Schedule of Existing Employees (Exhibit A) and DOL Release (Exhibit B).
  - **10.** Letter of Good Standing from the Department of Revenue Services (DRS) available at [www.ct.gov/DRS](http://www.ct.gov/DRS) (click on Taxpayer Service Center).

DECD may request more information to assess accuracy/viability of the proposals and to secure financing.  
No guaranty of funding approval.

Revised 3/3/17